



COMMITTEE

ROLES & RESPONSIBILITIES

2023-2024

MONBULK MARLINS COMMITTEE

Our committee at Monbulk Marlins Swimming Club consists of a group of people, often parents related to the club, who come together to ensure the club runs smoothly. The committee members are elected as per the constitution and aim to work towards achieving the strategic goals and objectives of the club.

We encourage our committee to be inclusive and diverse to best meet the needs of our members.

It is the responsibility of the Monbulk Marlins Swimming Committee to ensure the effective and efficient running of the club. Achieving this requires the committee to consider things such as:

- Planning future directions and making decisions in the best interest of the club for long-term sustainability;
- Managing financial resources, fundraising and applying for grants/funding;
- Complying with legislation (e.g. incorporating);
- Developing policies and procedures and ensuring the club is run according to its rules (constitution);
- Communicating with members and responding to feedback;
- Developing and managing external relationships;
- Obtaining resources and ensuring that all financial and legal matters are properly managed;
- Ensuring that all members of the committee act as leadership role models and instil a positive club culture;
- Making decisions that are in the best interest of the club and not for individual gain;
- Recruiting, empowering, recognising, rewarding and maintaining club volunteers; and
- Ensuring that new committee members are supported in their role and that hand-over procedures/training is provided.

EXECUTIVE COMMITTEE ROLES

President

The President of the club will provide overall leadership and be responsible for the leading of the committee and the performance of the organisation.

Responsibilities

- Lead the committee in ensuring strong Club governance;
- Chair Committee and/or executive meetings ensuring that they follow an agenda and are correctly recorded with minutes being archived;
- Manage the club Annual General meeting and present the Annual report at this meeting;
- Represent the club at local, regional, state and national levels where appropriate;
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, community organisations, businesses, potential sponsors and funding organisations;
- Work with the executive committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members;
- Provide a channel of communication between the Head Coach, other coaches, parents, and swimmers, Metro East, Swimming Victoria and Swimming Australia and to ensure smooth operations within the Club.

Attributes

- Have a strong level of experience in committee constitution, rules and duties;
- Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership;
- Be a supportive leader for all club members;
- Involve club members in discussions that affect them;
- Encourage focused discussion and keep meetings on track;
- Be able to listen to the feedback and views of members and other interested parties;
- Negotiate successfully between members;
- Be a positive role model and competent public speaker;
- Have the ability to forward plan and lead the club to reaching its short term and long term goals.

Vice-President

The Vice-President will support the club President in providing leadership to the club overall including organising the committee and over-seeing the performance of the club. The Vice-President will step into the President's role in their absence and can often be considered a successor when the role becomes available.

Responsibilities

- In any event that the President is unable to fulfil their duties, the Vice President will step into that role;
- Chair Committee meetings in the Presidents absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived;
- Support in leading the committee and ensuring strong Club governance;
- Be a role model for the club, providing the club with a positive image at external functions;
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, community organisations, businesses, potential sponsors and funding organisations;
- Work with the executive committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members;
- Provide a channel of communication between the Head Coach, other coaches, parents, and swimmers, District East, Swimming Victoria and Swimming Australia and to ensure smooth operations within the Club.

Attributes

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- Negotiate successfully between members;
- Be a positive role model and competent public speaker;
- Have the ability to forward plan and lead the club to reaching its short term and long term goals.

Treasurer

The Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.

Responsibilities

- Be fully informed about the financial position of the club at all times;
- Develop and provide reports on all of the clubs financial affairs;
- Be the lead on the annual financials process for the AGM;
- Support any required auditing processes;
- Be responsible for any incoming funds and external payments including funds, grants, salaries and wages;
- Making all payments and maintain accurate records for all financial income and expenditure;
- Present regular breakdowns of income and expenditure at executive committee meetings;
- Issuing receipts and promptly depositing all monies received;
- To be the signatory on club cheques (with at least one other person);
- To prepare the budget for the forthcoming year suggesting possible sources of income and expenditure;
- Submit all tax-related filings as required;
- Ensure all current members of the club including committee members are financial and this is recorded within Swim Central;
- Ensure all new members have the required club induction and that they are provided with all relevant information needed;
- Work with the executive committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.

Attributes

- Has a financial background and expertise;
- Has the ability to develop and maintain accurate financial records;
- Trustworthy/Honest to be dealing directly with club financials and petty cash;
- Strong computer skills;
- Excellent communication skills;
- Well organised and an efficient worker.

Secretary

The Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations.

Responsibilities

- Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements;
- Ensure any club and committee minutes and data are recorded and maintained;
- Manage all employee and volunteers' documentation and any qualifications or 'Working With Children Checks' are kept valid in accordance with the relevant body's recommendations;
- Book and confirm dates for meetings with committee members and any other applicable individuals;
- Prepare Committee meeting agendas and record the subsequent minutes ensuring distribution and necessary sign off;
- Call AGM, give notice and circulate nomination forms;
- Be the designated point of contact to receive communication from members, prospective members and any other parties regarding club matters;
- Manage club correspondence and communication with members, State Associations and National Sporting Organisations;
- Ensure the club meets and follows its own and Swimming Victoria constitution and bylaws;
- Prepare and submit documents on Swim Central for affiliation with Swimming Victoria and confirm affiliation has been granted;
- Update and publish the Club Handbook annually;
- Work with the Executive Committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.

Attributes

- An excellent communicator;
- Can maintain confidentiality on relevant matters;
- Be an organised and efficient worker;
- Minute-taking experience;
- Have a strong understanding of the club and sport's rules, constitution and bylaws.

GENERAL COMMITTEE ROLES

Fundraising Coordinator

Fundraising Coordinator is responsible for organising all financial support requirements for any required areas of the club as identified by the President. This may include a club sponsor, event sponsor and equipment sponsors.

Responsibilities

- Liaise with the President to identify any sponsorship or funding requirements;
- Prepare sponsorship and funding opportunities that meet the clubs needs to propose to the committee for approval;
- Maintain records of sponsor details and provide any report required as part of the partnership;
- Ensure the club complies with any sponsorship requirements, such as signage, promotional materials etc;
- Develop and maintain strong relationships with sponsoring organisations;
- Provide reports for committee meetings on sponsorship updates including new opportunities, current compliance with existing sponsors and balances available;
- Liaise with the committee to ensure social events support our sponsors and, where appropriate, raise money for the club;
- Liaise with the Club Champs Coordinator to ensure that sponsors get recognition;
- Send out a thank you certificates at the completion of the season and a sponsor survey to support planning for the following year;
- Work with the executive committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.

Attributes

- Be organised and professional;
- Have the ability to develop strong working relationships with external parties;
- Be a strong communicator;
- Be a positive ambassador for the club;
- Have the ability to forward plan and ensure any immediate or long term objectives are met;
- Be creative in analysing new ways to gain and satisfy sponsors.

General Committee Member

The role of a general committee member is to provide support to the President and other Executive Committee members to ensure the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

Responsibilities

- Assist the Executive Committee in their duties as required;
- Help fulfil and organise volunteer requirements for any events or activities organised by the club;
- Support in the recruitment of new volunteers;
- Volunteers are trained and supported throughout the year to undertake their roles successfully;
- Provide feedback and regular updates to the Executive Committee on any projects undertaken;
- Work with the executive committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries;
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members;

Attributes

- Be an enthusiastic and motivated person;
- Have the ability to develop strong relationships;
- Be available at committee/project meetings as required;
- Have the relevant qualifications, skills and experience to meet the requirements of the role and/or project;
- Effective communicator;
- Dedicated club person.

OTHER VOLUNTEER ROLES

Child Safety Officer

This is a volunteer role appointed by the Club's committee.

The role will serve as the first point of contact for any member of our community who has concerns about a child or young person within the club and to provide advice and support to assist that person with making a report.

The Child Safety Officer (CSO) will champion the safeguarding message and work with the committee to practically implement the necessary policies and procedures.

Responsibilities

The CSO will:

- demonstrate a culture of child safety where everyone takes responsibility and children and young people feel safe, empowered and included;
- oversee implementation practices and procedures in line with the Child Safe Standards;
- ensure that safeguarding children and young people is a standing agenda item for each Committee meeting, with decisions being made with the safeguarding of children and young people in mind;
- Ensure all complaints, allegations and/or suspicion of Prohibited Conduct are reported to the Police and/or Government as required;
- Ensure all paperwork, background checks and Working with Children Checks are completed.

Role Requirements

- Must have a valid Working with Children Check
- Be able to undertake training on safeguarding and/or child safety issues through webinars and online training modules as required
- Experience and / or qualifications in community services, social work, psychology, justice, welfare, education or policing would be advantageous but not essential.

Registrar

The Registrar is responsible for all administration work in relation to membership.

Responsibilities

- Understand the Swim Central database;
- Maintain the register of Members for Swimming Victoria registration through Swim Central;
- Keep accurate and current database of all club members;
- Update and maintain member contact details;
- Ensure timely follow up of all outstanding registrations ;
- Organise transfers of members from other Clubs via Swim Central and adjust the register accordingly;
- Understand transfer process in relation to Victorian and Non Victorian Members;
- Oversee the annual re-registration of members;
- Lodge the annual Application for Affiliation form and Registration of Committee Members with Swimming Victoria at the commencement of each new season;
- Report to committee meetings regarding registration numbers and activity when necessary.

Attributes

- Efficient and strong organisational skills;
- Have the ability to forward plan and provide the necessary information to the committee and head coach;
- Be an excellent communicator;
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, Swim Central;
- Have a strong understanding of the club and sport rules;
- Reliable and able to maintain confidential membership information.

Team Manager

The Team Manager is the point of contact to members for the club in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

The Team Manager is responsible for providing competition entry details, helping swimmers register for competitions on Swim Central and confirming meet acceptances with coaches and swimmers. The Team Manager is also responsible for organising technical officials and volunteers to support any external competitions.

Responsibilities

- Be the point of contact for all competition related enquiries from internal and external persons and organisations;
- Establish relationships with local clubs in Metro East, Swimming Victoria and Swimming Australia;
- Support the head coach and committee in establishing a competition calendar;
- Find the necessary volunteers to support external competitions as required;
- Provide competition updates at committee meetings as required;
- Advertise, promote and help submit competition and swimmer entries.

Attributes

- Efficient and strong organisational skills;
- Have the ability to forward plan and provide the necessary information to the committee and head coach;
- Be an excellent communicator;
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, Meet Mobile and Swim Central;
- Have a strong understanding of the club and sport rules;
- Reliable and able to maintain confidential membership information.

Technical Officer

The Technical Officer is responsible for creating meet programs in conjunction with the Head Coach using the Meet Manager software and ensuring all results throughout meets such as Aggregates and Club Championships are compiled and recorded accurately.

Responsibilities

- Create and upload meet programs using Meet Manager software. This is to be done in consultation with Head Coach;
- Check the meet rules with regards to entries, withdrawals, seeding and scoring;
- Print lane/timekeeper sheets for the meet;
- Scratch swimmers from events as withdrawal notifications are received and advise the Head Coach where heats could be amalgamated or events reseeded;
- As events are completed enter the results using Meet Manager Software;
- Produce and print result sheets checking timings and placings are correct;
- Publish results on Meet Mobile;
- Print reports for Coaching Staff as required;
- Create a backup of the meet database;
- Maintain records of each swimmer's attendance at swim meets and times achieved;
- Maintain all technical equipment and report any replacement or new equipment required to the Executive Committee;
- Be responsible for training and upskilling interested members in Meet Manger software.

Attributes

- Efficient and strong organisational skills;
- Be an excellent communicator;
- Be competent with Meet Manager Software and any other required software e.g. Meet Mobile, Swim Central;
- Have a strong understanding of the club and sport rules;
- Be able to share experiences.

Club Champs/Aggregate Coordinator

The Club Champs/Aggregate Coordinator is responsible for the planning, running and administration that goes into a club's swimming competitions in conjunction with committee. This can include advertising meets, accepting entries and entry fees and organising volunteers for the meet.

Responsibilities

- Advertise and promote up-coming aggregates and Club Champs on Facebook, website and via email;
- Organise and collect meet entries and numbers for catering;
- Inform the Technical Officer/Head Coach of swimmers attending the meet;
- Inform Catering Staff of numbers and dietary requirements;
- Organise the set-up/pack-up of the venue;
- Coordinate volunteers such as timekeepers, starter, bbq cooks;
- Prepare the Club Champs program handout;
- Organise signage when required;
- Work with Fundraising Coordinator to organise sponsorship of events;
- Report to committee meetings regarding up-coming events when necessary.

Attributes

- Be an enthusiastic and motivated person;
- Have the ability to develop strong relationships;
- Be available at committee/project meetings as required;
- Have the relevant qualifications, skills and experience to meet the requirements of the role and/or project;
- Effective communicator;
- Dedicated club person.

Website Manager

The Website Manager oversees the maintenance of the presentation and content of the Monbulk Marlin's website and Facebook Page.

Responsibilities

- Ensure that the website is a vital information hub and a useful resource for all club members through timely publishing of new and updated content to the club's website;
- Ensure appropriateness of content published to the club's website;
- Promote the use of the clubs website;
- Liaise with committee members to acquire information;
- Acknowledge sponsors and supporters through the website and Facebook page;
- Look to grow user traffic to, and through, the club's website;
- Maintain the currency of the website content (ie remove outdated content where appropriate);
- Keep user ID's and passwords used to access and maintain the website, safe and secure at all times for security and integrity of website content;
- Renew the domain and web-hosting when required;
- Configure and maintain all Monbulk Marlin email accounts.

Attributes

- Efficient and strong organisational skills;
- Be an excellent communicator;
- Computer literacy and website publishing skills;
- Dedicated club person.

Metro East Representative

The Metro East Representative attends all District meetings on behalf of the Monbulk Marlins Committee.

Responsibilities

- Attend all District meetings to represent the Monbulk Marlins Swimming Club;
- Vote on all matters raised by the District and or other Clubs, keeping the name, respect and integrity of the Monbulk Marlins Swimming Club and its swimmers above all else;
- Report to the President on any immediate actions that need to be implemented by the Club;
- Report to the Swim Committee on outcomes from District meetings.

Attributes

- Be organised and professional;
- Have the ability to quickly develop strong working relationships with external parties;
- Be a strong communicator;
- Be available at committee/project meetings as required;
- Be a positive ambassador for the club.

Uniform Officer

The clothing, apparel and merchandise coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club.

Responsibilities

- Maintain a stock of Club uniform items in a secure place;
- Be the primary point of contact for all apparel, clothing and merchandise enquires;
- Sell uniform items to Club members;
- Monitor the stock of uniform items and order additional stock as required;
- Liaise with the Executive Committee to review/establish pricing for uniform items;
- Liaise with the Executive Committee to ensure apparel, clothing and merchandise reflect the current opinions and functionality of uniforms for club members;
- Work with the Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the club's budget;
- Running of the Merchandise stall at appropriate events (if required);
- Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected and handed to the treasurer;
- Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise;
- Liaising with apparel, clothing and merchandise suppliers as required.

Attributes:

- Understanding of the needs and tastes of the members and club stakeholders;
- Reasonable Financial skills/knowledge;
- Happy to talk to people and "sell" the apparel, clothing and merchandise;
- Communicate effectively and possess good interpersonal skills.

Catering Coordinators

The Catering Coordinators organise and provide catering when and where required by the club.

Responsibilities

- Organise catering for events as required;
- Recruit club members to assist with catering;
- Order and collect foodstuffs;
- Set up at events;
- Prepare foodstuffs for sale/distribution;
- Oversee sale/distribution of foodstuffs;
- Collect monies and hand to treasurer if required;
- Be informed of the club calendar and liaise with the Club Champs/Aggregate Coordinator regarding upcoming events that may require the services of the catering team;
- Maintain areas used regarding cleanliness;
- Maintain and replace serving equipment, utensils, gas bottle when required.

Attributes

- Be an enthusiastic and motivated person;
- Efficient and strong organisational skills;
- Have a current certificate in Food Handling;
- Effective communicator;
- Dedicated club person.

Grievance Officer

The Grievance Officer is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. The Grievance Officer provides guidance and advice on club policies and procedures to solve issues within the club.

Responsibilities

- Monitor and record both complaints and concerns from members;
- Provide support for all members;
- Provide information and options for member behaviour;
- Understand and follow Club policies and procedures in relation to Member Protection;
- Understand Swimming Australia Safe Sport policy;
- Understand the club's complaint handling process;
- Mediate complaints at an informal and formal level;
- Be accessible and approachable to all members;
- Maintain confidentiality for all members;
- Provide relevant persons with the appropriate reports/documentation resulting from mediations;
- Conduct unbiased investigations and make reasonable recommendations.

Attributes

- Excellent communication and listening skills;
- Strong interpersonal skills;
- Ability to work independently;
- Be an approachable and friendly person;
- Ability to build strong relationships.